



IN REPLY
REFER TO

MMLST

DEFENSE LOGISTICS AGENCY
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AUG 01 1996

MEMORANDUM FOR COMMANDER, DEFENSE FUEL SUPPLY CENTER
ADMINISTRATOR, DEFENSE NATIONAL STOCKPILE CENTER
COMMANDER, DEFENSE LOGISTICS SERVICE CENTER
COMMANDER, DEFENSE REUTILIZATION AND MARKETING
SERVICE
COMMANDER, DEFENSE CONTRACT MANAGEMENT
DISTRICTS

SUBJECT: Defense Travel System Site Survey for Defense Travel Region Six

In January 1995, the Deputy Secretary of Defense approved the DoD Travel Reengineering Task Force recommendations to reengineer temporary duty travel. Currently, all DoD commercial travel office (CTO) contracts are being consolidated into regional contracts that the Military Traffic Management Command will manage. The Office of the Under Secretary of Defense requested all activities in Defense Travel Region Six (DTR 6) complete a Site Survey Questionnaire (SSQ) (see attached). DTR 6 consists of the following states: Kentucky, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wisconsin.

The SSQ will be the basis for the Government Furnished Information (GFI) section of the Request for Proposal. Prospective offerors will need the GFI to formulate their proposals to the Government. Each host site is responsible for collecting data from all agencies that use their CTO and for providing data to their host. Therefore, it is important that your responses to the SSQ be timely, accurate, and complete. Should your responses to any of the SSQ questions be based on an estimate, provide an explanation on how the estimate was derived.

Your passenger travel POC received advance copies of the SSQ approximately 2 weeks ago. The completed SSQ that includes information on finance, automation, and transportation is due to this office by August 22, 1996; there can be no extension. Please contact Deborah L. Beckner at 703-767-3622, DSN 427, fax #3613, to obtain assistance.

DAVID A. ELLISON, Col, USAF
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Logistics Policy
(Logistics Management)

